



**PERSONAL INFORMATION** (please print clearly using black or blue ink)

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTIONS**

1. Review and complete Hardship Requirements to determine if you are ELIGIBLE to take a hardship withdrawal.
2. Choose AMOUNT requested, WITHHOLDING, GROSS UP and DELIVERY METHOD.
3. Indicate REASON and supply DOCUMENTATION, SIGN and MAIL your form for processing.
4. All checks issued by Voya Financial are mailed to your current address on record. Before submitting this form, please contact a Customer Service Associate or go online to verify that the Plan has your current address. Failure to do so may result in your check being mailed to an incorrect address. The contact information is available on the last page of this form. If the address on record is incorrect, please contact your employer to update your current address and verify that the Plan has been updated prior to submitting this form.
5. **If final request is denied**, you may resubmit all forms and documentation for redetermination to: DTMB, Office of Retirement Services, 401(k) Plan, P.O. Box 30171, Lansing, MI 48909-7671.
6. If you are over 59 1/2, you do not need to apply for a hardship withdrawal to receive a distribution from the 401(k) Plan. Instead, you may take an in-service withdrawal by completing a Payout Request form. Call the State of Michigan Service Center or visit the Plan Web site for details.

**PLEASE NOTE: AN INCOMPLETE APPLICATION OR NOT SUPPLYING ALL REQUIRED DOCUMENTATION WILL CAUSE A DELAY IN RECEIVING YOUR PAYMENT.**

**HARDSHIP REQUIREMENTS**

1. The amount of the withdrawal cannot exceed the amount necessary to relieve the immediate and heavy financial need. However, you may increase the amount to pay the taxes and penalties that you may incur as a result of the hardship withdrawal.
2. IRS allows hardship withdrawals only when other financial resources are not reasonably available. Since a loan and other distributions from the plan are considered other resources, you should take them from all plans maintained by the employer first, if available. If you have any questions regarding other available resources, please contact a Customer Service Associate or go online. The contact information is available on the last page of this form.
  - I have exhausted all other means available. I understand that if a loan is available to me under the State of Michigan 401(k) Plan for Public Schools, my hardship request will be rejected.
  - I have exhausted all other means available. I understand that if other distributions are available in the State of Michigan 401(k) Plan for Public Schools, my hardship request will be rejected.
3. You will not be permitted to make employee contributions to this plan or in any other plan maintained by the employer for a 6-month period starting with the date your hardship withdrawal is disbursed.
4. If approved, a \$50 processing fee will be deducted from my account.

## CHOOSE AMOUNT REQUESTED

**Amount Requested: Withdraw the following (choose one):**

**Maximum available** (not to exceed amount documented)    **OR**     \$ \_\_\_\_\_ (indicate the total dollar amount)

**Note:** If your available hardship withdrawal amount based on your current account balance is less than the financial need specified above, the hardship will be processed up to the maximum amount available. If you elected an additional tax withholding, we will process using the default withholding rate of 10% for federal taxes and the required state tax, if applicable.

If your hardship withdrawal amount is approved for a partial amount, based on the supporting documentation provided, the hardship will be processed up to the partial amount approved. If you elected an additional tax withholding and did not elect to gross up, we will process using the default withholding rate of 10% for federal taxes and the required state tax, if applicable.

## CHOOSE TAX WITHHOLDING AND GROSS UP ELECTION

**Tax Withholding Elections:** Regardless of whether or not federal or state income tax is withheld, you are liable for taxes on the taxable portion of the payment. If you do not have a sufficient amount withheld, you may be subject to tax penalties under the Estimated Tax Payment rules. An election made for a single non-recurring distribution applies only to the payment for which it is being made. You are responsible for understanding and planning for the tax implications of any withdrawal. You may wish to contact your financial/tax advisor before submitting this form.

**Federal Withholding Rules: Non-periodic payments – 10% withholding** Non-periodic, non-rollover eligible payments from pensions, annuities, and IRA's are subject to a flat 10% federal withholding rate unless you choose not to have federal income tax withheld. These include for example, required minimum distributions and hardship withdrawals. You can choose not to have withholding applied to your non-periodic distribution by checking the applicable box below. You may also elect withholding in excess of the flat 10% rate.

**Federal Withholding Elections:**

- DO NOT** withhold any federal income tax unless mandated by law.
- DO** withhold federal taxes using the default withholding rate of 10%.
- Additional amount** you want withheld from your payment \$ \_\_\_\_\_ (**Note:** This amount is in addition to the default withholding rate of 10%.)

**Note:** If no federal withholding election is checked above, we will withhold using the default withholding rate of 10%.

**Notice:** Payments to non-resident aliens are subject to a 30% federal withholding tax, and U.S. persons with a residential mailing address outside the United States may be subject to a 30% federal withholding tax, unless they are eligible for a reduced rate or exemption under a tax treaty and the required IRS tax forms are submitted.

**State Withholding Elections:**

- DO NOT** withhold any state income tax unless mandated by law.
- DO** withhold state taxes in the amount of \$ \_\_\_\_\_ or \_\_\_\_\_ % (If you make this election, a dollar amount or percentage must be specified and cannot be less than any required withholding.)

**Note:** If no state withholding election is checked above or if your state requires a greater amount of withholding, we will withhold at the rate specified by your state of residence for the type of payment you are receiving. In some cases, your state specific withholding election form is required to opt out of withholding or to choose a rate other than the state's default rate. Refer to your plan's website and/or your State Department of Taxation for details.

**Gross Up Elections:** You may elect to increase the amount of your withdrawal so that the check you receive will be for the amount you requested after your elected tax withholding and anticipated penalties are withheld. This is called gross up. If there are no changes to the tax withholding elections above, and you elect to gross up, your withdrawal amount will be increased to cover the default withholding rate of 10% for federal taxes and the required state tax, if applicable. Please choose from each gross up options below:

*For example: If your stated withdrawal need was \$1,000, you elected to gross up and have 10% + \$100 withheld for federal taxes, the \$1,000 pre-tax withdrawal amount could be increased to \$1,222.22. You would receive a net check amount of \$1,000; the additional \$222.22 (10% + \$100 of \$1,222.22) would be sent to the IRS to pay taxes. You may only increase the withdrawal amount if there are sufficient funds available in your account.*

**Gross up for state:**  Yes  No    **Gross up for federal:**  Yes  No    **Gross up for penalty:**  Yes  No

**Note:** If no gross up election is checked above, we will not gross up your withdrawal.

**HOW WOULD YOU LIKE TO RECEIVE YOUR WITHDRAWAL? *(select one only)***

**First class mail at no additional charge.** If you previously set up an ACH Direct Deposit election and you choose this option, in advance of submitting this hardship, you must delete your banking information from your file either online or with a Customer Service Associate. If you do not delete the banking information, your hardship request will be directly deposited based on the banking instructions you have on file. You will not receive a check.

**Expedited delivery.** I understand I will pay a nonrefundable fee of \$50 which will be deducted from my account. If you previously set up an ACH Direct Deposit election and you choose this option, in advance of submitting this hardship you must delete your banking information from your file either online or with a Customer Service Associate. If you do not delete the banking information, your hardship request will be directly deposited based on the banking instructions you have on file. You will not receive a check.

**Automated Clearing House Note:** You must already have banking information on file with the Plan for at least 7 days in order for this payment to be deposited to your bank via ACH.

**REASON FOR HARDSHIP WITHDRAWAL AND CHECKLIST**

Attach copies of the required documents that will substantiate both the nature and the amount of the immediate and heavy financial need. **These copies will not be returned; therefore, you should not send originals.**

The following circumstances are considered for immediate and heavy financial need under the Plan. If you have any questions about the qualifying reasons for a hardship withdrawal or the acceptable forms of documentation, please contact a Customer Service Associate before proceeding. The contact information is available on the last page of this form.

REASON	REQUIRED DOCUMENTATION AND INFORMATION THAT MUST BE REFLECTED ON DOCUMENTATION	UNACCEPTABLE REASONS/ DOCUMENTATION
<input type="checkbox"/> <b>Unreimbursed medical expenses for medical care previously incurred or anticipated by:</b> <input type="checkbox"/> You <input type="checkbox"/> Your spouse <input type="checkbox"/> Your dependent <sup>1</sup>	Select <u>one</u> of the following: <input type="checkbox"/> Explanation of Benefits (EOB) from provider dated within the past 12 months that reflects the amount paid by the insurance company and reflects the amount owed by the insured, <b>OR</b> <input type="checkbox"/> A bill from provider dated within the past 12 months that indicates the amount still owed and indicates the costs not reimbursed by the insurance company, <b>OR</b> <input type="checkbox"/> A bill from provider dated within the past 12 months that indicates the amount still owed, and the Explanation of Benefits (EOB) from provider dated within the past 12 months that reflects the amount paid by the insurance company and the amount owed by the insured, <b>OR</b> <input type="checkbox"/> A bill dated within the past 12 months that indicates the amount still owed, and a letter written and signed by me to certify that I do not have insurance.	<ul style="list-style-type: none"> <li>• Medical bills that do not show portion paid by insurance</li> <li>• Collection agency notices</li> <li>• Bills already paid</li> </ul>
<input type="checkbox"/> <b>Tuition, related educational fees, room and board for the next 12 months post-secondary education for:</b> <input type="checkbox"/> You <input type="checkbox"/> Your spouse <input type="checkbox"/> Your child <input type="checkbox"/> Your dependent <sup>1</sup>	<b>1)</b> Itemized tuition bill, and/or Room and Board statement provided by the school, which must: <input type="checkbox"/> be dated within 4 months of the beginning of the quarter or semester, <b>and</b> provide an actual amount due, <b>and</b> <input type="checkbox"/> contain student's name, <b>and</b> <input type="checkbox"/> be due in the next 12 months  <b>AND/OR</b> <b>2)</b> Related Educational Fees <input type="checkbox"/> Text books bill or receipt dated within the last 4 months, <b>or</b> <input type="checkbox"/> Off campus lease agreement signed and within the same time period as the tuition bill, <b>or</b> <input type="checkbox"/> Miscellaneous - provide supporting documentation	<ul style="list-style-type: none"> <li>• Estimate for tuition with no student name (general estimate from school). You need to provide an actual tuition bill.</li> <li>• Student loans</li> <li>• Financial aid award letters</li> <li>• Bills already paid (except for text books)</li> </ul>
<input type="checkbox"/> <b>Purchase of your principal residence or costs directly related to your purchase (excluding mortgage payments)</b>	<b>1)</b> If borrowing, loan estimate from lender, <b>and</b> <b>2)</b> Signed purchase contract or intent-to-purchase agreement, <b>and</b> <b>The above documents must:</b> <input type="checkbox"/> be dated within last 60 days, <b>and</b> <input type="checkbox"/> reflect the address of the residence being purchased, <b>and</b> <input type="checkbox"/> reflect the purchase price, <b>and</b> <input type="checkbox"/> reflect the amount of the down payment, <b>and</b> <input type="checkbox"/> reflect a closing date no more than 6 months in the future, <b>and</b> <input type="checkbox"/> reflect signatures of both buyer and seller  <b>3)</b> If building, you must also provide a copy of the signed builder's permit or builder's contract <b>4)</b> If purchasing a mobile home, you must also provide a copy of the Deed to show that you own the land	<ul style="list-style-type: none"> <li>• Rental/lease agreement for purchase of a primary residence</li> <li>• Mortgage applications</li> <li>• Truth in lending disclosures</li> <li>• Bills already paid</li> <li>• Land purchases only</li> </ul>

REASON	REQUIRED DOCUMENTATION AND INFORMATION THAT MUST BE REFLECTED ON DOCUMENTATION	UNACCEPTABLE REASONS/ DOCUMENTATION
<input type="checkbox"/> <b>Repair of principal residence, that would qualify as a casualty deduction under the Internal Revenue Code, such as a fire or storm</b>	<b>1)</b> Letter explaining what caused the casualty, <b>and</b> <b>2)</b> Statement from your insurance company stating the loss is not covered, <b>and</b> <b>3)</b> Billing statement or cost estimate <b>The above documents must:</b> <input type="checkbox"/> be dated within last 4 months, <b>and</b> <input type="checkbox"/> reflect the amount necessary to repair principal residence, <b>and</b> <input type="checkbox"/> include the property address, <b>and</b> <input type="checkbox"/> have a future payment due date	<ul style="list-style-type: none"> <li>• General estimate for repair (no property address, not dated or amount owed)</li> <li>• Routine maintenance, remodeling, additions, non-attached buildings and garages</li> <li>• Bills already paid</li> </ul>
<input type="checkbox"/> <b>Prevention of mortgage foreclosure or eviction from your principal residence</b>	<b>1)</b> Proof of pending foreclosure or pending eviction <input type="checkbox"/> Tax lien, <b>or</b> <input type="checkbox"/> Bank/ mortgage statement, <b>or</b> <input type="checkbox"/> Letter from bank/ mortgage company, <b>or</b> <input type="checkbox"/> Letter from landlord on company letterhead or notarized, <b>or</b> <input type="checkbox"/> Copy of the court document substantiating the eviction or foreclosure legal proceedings <b>The above documents must:</b> <input type="checkbox"/> be dated within last 4 months, <b>and</b> <input type="checkbox"/> reflect the amount necessary to prevent eviction/ foreclosure, <b>and</b> <input type="checkbox"/> contain eviction/foreclosure date. This date must be in the future, <b>and</b> <input type="checkbox"/> include the property address, <b>and</b> <input type="checkbox"/> have a future payment due date <b>2)</b> If the current address on record is a PO Box, a document from a municipal or government agency providing proof of physical address. <i>(Example: Utility bill or drivers license)</i>	<ul style="list-style-type: none"> <li>• IRS tax liens that do not specify address of property to be foreclosed</li> <li>• Late payment statements that do not threaten eviction or foreclosure</li> <li>• Lease agreements</li> <li>• Bills already paid</li> </ul>
<input type="checkbox"/> <b>Funeral/Burial expenses for:</b> <input type="checkbox"/> Your spouse <input type="checkbox"/> Your child <input type="checkbox"/> Your parent <input type="checkbox"/> Your dependent <sup>1</sup>	<b>1)</b> Copy of death certificate, <b>and</b> <b>2)</b> Funeral/burial statement which must: <input type="checkbox"/> reflect name of deceased, <b>and</b> <input type="checkbox"/> reflect date of services provided within the past 90 days, <b>and</b> <input type="checkbox"/> reflect your name as individual billed, <b>and</b> <input type="checkbox"/> include itemized funeral/ burial expenses, <b>and</b> <input type="checkbox"/> have a future payment due date	<ul style="list-style-type: none"> <li>• Pre-purchase of lot or headstone</li> <li>• Bills already paid</li> </ul>

**If you selected an immediate and heavy financial need for your dependent:**

<sup>1</sup>A dependent is anyone who meets the definition of a Qualifying Child or Qualifying Relative as described in Section 152 of the Internal Revenue Code, determined without regard to subsections (b)(1), (b)(2), and (d)(1)(B) thereof.

By checking this box, I hereby certify that the person(s) I am requesting funding for would be considered as a dependent<sup>1</sup> as stated above. If this box is not checked, I understand my hardship request will be rejected.

## AUTHORIZATION

By signing below, I certify that:

1. I have read and understand the information contained within this form.
2. The facts presented in this request and in the documents used to substantiate my hardship withdrawal amount are true to the best of my knowledge and describe an outstanding immediate and heavy financial need.
3. I have exhausted all other means available and meet the Plan requirements as stated in the Hardship Requirements section.
4. I hereby authorize State of Michigan 401(k) Plan for Public Schools and Voya to contact any person or business to confirm any facts or statements contained in this application and the attached documents.
5. I certify, under penalties of perjury, that to the best of my knowledge and belief the information provided on this form, including the Social Security Number or Taxpayer Identification Number, is accurate and complete and the attached documents are valid and complete and have not been altered or manipulated in any manner.

**PARTICIPANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## CHECKLIST

### PLEASE REVIEW YOUR APPLICATION CAREFULLY.

- Verified that the Plan has your current address
- Reviewed and completed the Hardship Requirements to determine if you are **ELIGIBLE** to take a hardship withdrawal
- Indicated your **AMOUNT, TAX WITHHOLDING** and **GROSS UP ELECTIONS**
- Selected **DELIVERY METHOD** and removed ACH information on file if requesting a check
- Selected a **VALID REASON** for the withdrawal
- Confirmed that you have first exhausted all distributions (other than hardship withdrawals) and loans from all plans maintained by the employer
- Provided the **REQUIRED DOCUMENTATION**
- Provided authorized **SIGNATURE**

**If you have any questions or need to obtain additional plan or account information, please go online at <http://stateofmi.voya.com> or call the State of Michigan 401(k) Plan for Public Schools Service Center at 1-800-748-6128 (TTY/TTD users call 1-800-276-4106). Customer Service Associates are available Monday through Friday, 8:00 A.M. to 8:00 P.M. Eastern Time (excluding stock market holidays).**

**If your application is complete, please mail or fax the application and any required documentation to:**

#### **VIA FAX**

Voya Financial  
Attn: State of Michigan Hardship  
Committee  
1-888-850-1222

#### **VIA MAIL**

Voya Financial  
Attn: State of Michigan Hardship  
Committee  
P.O. Box 57669  
Jacksonville, FL 32241-7669

#### **VIA OVERNIGHT DELIVERY**

Voya Financial  
Attn: State of Michigan Hardship  
Committee  
8900 Prominence Parkway  
Jacksonville, FL 32256-8264